

APPLY IN PERSON:

Employment Information Center (8am-5pm, Monday-Friday)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A, San Diego, CA 92101
WEBSITE: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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#T2058 LIBRARY ASSISTANT

***MONTHLY SALARY: \$3416 to \$4119**

***APPLICATION FILING PERIOD: FIRST DATE: June 26, 2009**

LAST DATE: July 27, 2009

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITION: Library Assistants perform a variety of paraprofessional library and clerical work in a branch library or a section of the Central Library; assist and instruct patrons in using library resources and facilities; explain library policies and rules; locate materials; research and answer the more routine reference questions; provide children's services; maintain collections such as pamphlets, pictures, government documents, and map files; register patrons using the integrated library system; collect money; perform keyboarding, data entry, and computer searching; lead the work of library aides/clerks and volunteers; and perform related duties as assigned.

NOTE: A Library Assistant's schedule may include working evenings, Saturdays, and Sundays and may involve being assigned to any and/or several of the 35 Library branches throughout the City of San Diego.

MINIMUM REQUIREMENTS: You must meet **ONE** of the following requirements on the date you apply, unless otherwise indicated.

1. Completion of a Community College Certificate in Library Technology. (**Proof of certificate must be submitted at time of application.**) -OR-
2. Completion of an Associate's Degree or equivalent education (i.e., minimum completed units = 60 semester units or 90 quarter units) or higher. (**Proof of degree or units completed must be submitted at time of application.**) -OR-
3. Two years of full-time paraprofessional library experience, which must include assisting patrons in locating information, books, and articles by using reference materials, indexes, and electronic resources; and answering questions regarding the use and services of the library.

PHYSICAL DEMANDS: Work may involve grasping, carrying, and lifting books weighing 10 pounds or more; bending; reaching overhead to heights of 80 inches with the assistance of a step stool; and standing for long periods of time.

***HOW TO APPLY:** You must submit a completed **DATA ENTRY FORM** and a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one** category eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

***SUPPLEMENTAL QUESTIONS:** In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g. specify the employer, educational coursework, training classes,); and provide comprehensive information regarding what duties you have performed.

1. Indicate in which of the following options you are meeting the **EDUCATION/CERTIFICATION/REGISTRATION** requirement. **You must submit proof of degree or current certification/registration to the Personnel Department.**
 - a. Community College Certificate in Library Technology. **(Proof of certificate must be submitted at time of application.)**
 - b. Completion of an Associate's Degree or equivalent education (i.e., minimum completed units = 60 semester units or 90 quarter units) or higher. **(Proof of degree or units completed must be submitted at time of application.)**
 - c. Two years of full-time paraprofessional library experience, which must include assisting patrons in locating information, books, and articles by using reference materials, indexes, and electronic resources; and answering questions regarding the use and services of the library.
2. Describe your qualifications in providing customer service and resolving customer complaints.
3. Describe your qualifications in using library resources, including electronic resources such as Integrated Library Systems, subscription databases, and Internet.
4. Describe your qualifications in providing Library Children's Services and/or community outreach.
5. Describe your qualifications in leading the work of other staff and/or managing operations.
6. Describe your computer skills (e.g., word processing, spreadsheets, databases, Web 2.0, Internet use). Specify the computer systems and software programs that you can operate and indicate your proficiency level (extensive, moderate, limited).
7. Describe any other experience, education, training, or skill you have (e.g., being bilingual, experience as a teacher, etc.) that you feel pertains to this position.

*ASP/February 18, 2000/*Rev. 5 (06-26-09)/{NOL}Class 1586

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER